



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Ethics & Compliance Officer
<b>STATUS</b>	Full Time
<b>LOCATION</b>	BPAF Office – Nassau, The Bahamas
<b>REPORTING LINE</b>	Executive Director
<b>DATE</b>	November 2025

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### SUMMARY

The Bahamas Protected Areas Fund (BPAF) is an independent trust fund established in 2014 by an Act of Parliament. The purpose of the Fund is to ensure sustainable financing into perpetuity for the management of protected areas in The Bahamas as defined under the Act. Such activities may also include scientific and policy research and education, to support climate resilience and biodiversity conservation.

In November 2024, the Bahamas Protected Areas Fund entered into a Conservation Agreement with The Government of The Bahamas and The Nature Conservancy under the Bahamas Debt Conversion Project for Marine Conservation. One of its components is the establishment of a Marine Conservation (MC) Program within BPAF to disburse funding received from the project to enable the achievement of conservation commitments, which are fully aligned with The Bahamas’ national marine and coastal conservation priorities. BPAF is also preparing for the Green Climate Fund (GCF) Readiness and is developing and implementing various systems including an ESMS system in keeping with international requirements.

To this end, BPAF is seeking to hire an Ethics & Compliance Officer (E&C Officer) who will be responsible for ensuring the organization operates with integrity, transparency, and accountability across all programs and operations.

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### ESSENTIAL FUNCTIONS

The Ethics & Compliance Officer (E&C Officer) is responsible for the implementation and oversight of BPAF’s Environmental and Social Management System (ESMS), Enterprise Risk Management (ERM) framework, AML/KYC compliance systems, and grievance and whistleblower mechanisms. The E&C Officer develops and monitors compliance checklists and frameworks, conducts due diligence on grantees and partners, and ensures full compliance with national legislation, donor requirements, international environmental and social safeguard standards, and Green Climate Fund (GCF) Fiduciary and Environmental & Social Standards. This role supports BPAF’s progression toward Direct Access Entity accreditation.

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### RESPONSIBILITIES & SCOPE

#### 1. Compliance Framework and Oversight

- Develop, implement, and maintain BPAF’s compliance and ethics framework in alignment with national and international standards.
- Develop and maintain BPAF’s enterprise risk register.
- Conduct periodic institutional risk assessments to identify and mitigate organizational, operational, and programmatic risks.
- Develop and monitor a compliance checklist and annual compliance plan to ensure consistent adherence to policies and procedures.
- Track mitigation measures and report quarterly to Audit & Risk Committee

#### 2. Environmental and Social Management System (ESMS)

- Lead the implementation, monitoring, and continual improvement of BPAF’s ESMS.
  - Develop relevant manuals, procedures, templates and other operational tools to assess and manage the environmental and social performance of projects funded by BPAF.
  - Ensure that the BPAF ESMS and the Operations Manual are fully aligned, including on the
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grant making process.

- Ensure all BPAF-supported projects and grantees meet environmental and social safeguard requirements.
- Conduct environmental and social due diligence assessments, reviews, and monitoring of projects.
- Support capacity-building for board and committee members, staff, partners and grantees on ESMS standards, including training and technical guidance.
- Prepare briefings and reports for various stakeholders.

### **3. GCF Readiness & Accreditation Compliance**

- Coordinate documentation required to meet donor financial management compliance standards.
- Maintain policies required for restricted access and Direct Access accreditation.
- Monitor institutional capacity gaps and implement corrective measures.
- Support external consultants and accreditation advisors as needed.

### **4. AML/KYC and Financial Integrity**

- Oversee AML/KYC compliance across all BPAF operations, grants, and partnerships.
- Develop and maintain AML/KYC procedures consistent with The Bahamas' financial regulations and donor requirements.
- Conduct due diligence on grantees, vendors, and partners to ensure transparency and detect illicit financial activity.
- Collaborate with finance and program teams to strengthen risk management systems and internal controls.

### **5. Grievance, Whistleblower, and Conflict Management**

- Establish, manage, and publicize accessible Grievance Redress Mechanisms for stakeholders, partners, and staff.
- Oversee the Whistleblower Reporting and Protection Policy and ensure that concerns are managed confidentially, promptly, and without retaliation.
- Investigate and document compliance and ethics complaints, preparing reports and recommendations for corrective actions.
- Manage the Conflict-of-Interest Policy, including annual disclosures and ad hoc declarations.

### **6. Monitoring, Reporting, and Advisory**

- Prepare regular compliance reports for the Executive Director, Audit & Risk Committee, and Board.
- Track and report key compliance indicators and audit findings.
- Advise management and staff on compliance obligations, emerging risks, and mitigation strategies.

### **7. Training and Capacity Building**

- Design and deliver staff and partner training programs on ethics, compliance, ESMS, AML/KYC, and related policies.
- Promote a culture of integrity and ethical decision-making throughout the organization.
- Support BPAF's grantees and implementing partners in developing their own compliance and safeguard systems.

### **8. Policy Development and Continuous Improvement**

- Review and update BPAF's compliance and ethics policies and manuals periodically.
- Benchmark BPAF's systems against global best practices in conservation finance, environmental management, and governance.
- Recommend process improvements to enhance accountability, transparency, and efficiency.

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#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Law, Environmental Management, Finance Governance, Risk Management, Public Policy, or a related discipline (Master's preferred).
  - Minimum of 5-7 years of experience in compliance, risk management, safeguards, governance or
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fiduciary oversight.

- Experience with donor-funded projects and international safeguard standards.
  - Familiarity with GCF fiduciary standards and accreditation requirements preferred.
  - Strong analytical, investigative, and reporting skills
  - Ability to maintain confidentiality and exercise sound judgement.
  - Familiarity with the specific challenges of protected areas, biodiversity conservation, and environmental governance is desirable.
  - Experience in collaborating with stakeholders in public and private sector agencies, NGOs and CBOs in The Bahamas.
  - Experience communicating effectively with stakeholders, the public and/or media both in writing and verbally.
  - Must be able and willing to travel on occasion to project sites within The Bahamas.
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**PREFERRED  
KNOWLEDGE,  
SKILLS &  
EXPERIENCE**

- Strong analytical and problem-solving skills, with the ability to interpret data and provide actionable insights.
  - Excellent communication skills, both written and verbal, with experience in preparing high-quality reports and presenting findings to stakeholders.
  - Proficiency in using M&E software, data management systems, and Microsoft Office Data analysis software.
  - Strong attention to detail and a commitment to maintaining data quality and integrity.
  - Ability to work independently and as part of a team, with excellent organizational and time-management skills. Flexibility in working hours may be required during project or evaluation periods.
  - Computer and social media savvy.
  - Knowledge of social and economic impacts and benefits of protected areas and effective community engagement in protected area management.
  - Fluency in English (written and verbal) is required.
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**ORGANIZATIONAL  
COMPETENCIES**

Accountability for Outcomes	Pushes for excellence. Establishes challenging goals for self to drive performance in support of the BPAF's mission. Her/his standards are aligned with the BPAF's mission/values. Takes action to address performance problems in a timely and appropriate manner.
Collaboration & Teamwork	Shows a willingness to put the needs and goals of the organization before personal/local needs. Works with others across institutional boundaries. Makes decisions, sets priorities, and allocates resources to help the organization as a whole achieve results.
Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
Courage & Decisiveness	Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong.
Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty.
Influences for Results	Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies. Uses success stories and passion for the mission to generate enthusiasm and support.
Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
Organizational Awareness	Relates to the big picture and contributes to the overall strategy of the BPAF.

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*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

**Our Mission:**

***Ensuring a sustainable financial base for the effective management of the Bahamas National Protected Areas System and for conservation activities that protect the future and productivity of our national resources.***